

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FEDERAL PROGRAMS

DATE: MAY 3, 2007

Committee Members Present:

Supervisors Bentley
Mason
Girard

Committee Members Absent:

Supervisors VanNess
Geraghty

Others Present:

Representing Office for the Aging:
Candy Kelly, Director
Christie Sabo, Fiscal Manager
Representing Employment & Training Admin.
William Resse, Director
Sharon Sano, Senior E&T Counselor
Todd Lunt, Director, Human Resources
Robert Metthe, Director, Information Technology
Nicole Lemery, Deputy Clerk, Board of
Supervisors
JoAnn McKinstry, Deputy Commissioner,
Administrative & Fiscal Services
Katy Goodman, Secretary to the Clerk

Mr. Bentley called the Federal Programs meeting to order at 10:45 a.m.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Candy Kelly, Director of the Office for the Aging, who distributed copies of her Agenda packet for the meeting. A copy of the packet is on file with the minutes.

Mrs. Kelly commenced with review of the Agenda, and pursuant to Agenda Item Nos. 1 A - K, she presented several requests for resolutions relative to some of the Department's programs. The first requests were (Item No. 1A) to authorize submission of a grant application for the WRAP (Weatherization Referral Assistance Program); (Item No. 1B) to amend the 2007 County budget to reflect receipt of the WRAP funds; and (Item No. 1C) to extend the current contract with Warren-Hamilton Counties A.C.E.O. (Action Committee for Economic Opportunity, Incorporated) for the WRAP Program.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the aforementioned requests, as presented. The necessary resolutions were authorized for the next board meeting for Items No. 1A and 1C. Item No. 1B was referred to the Finance Committee. Copies of resolution request forms for the items are on file with the minutes.

Next, Mrs. Kelly requested approval to authorize submission of an application for a HIICAP (Health Insurance Information Counseling and Assistance Program) grant (Item No. 1D); and to extend the current contract with the Greater Glens Falls Senior Center for provision of the

counseling services for the HIICAP Program (Item No. 1E).

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the aforementioned requests, as presented. The necessary resolution for the next board meeting was authorized for Item No. 1D. Item No. 1E was referred to the Finance Committee. Copies of resolution request forms for the items are on file with the minutes.

Mrs. Kelly requested approval to authorize submission of an application for a LTCIEOP (Long Term Care Insurance Education and Outreach Program) grant (Item No. 1F); To amend the 2007 County budget to reflect receipt of the LTCIEOP funds (Item No. 1G); and pursuant to Item No. 1H, to extend the current contract with Golden Lane Associates, Incorporated, for the LTCIEOP Program.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the aforementioned requests, as presented. The necessary resolutions were authorized for the next board meeting for Items No. 1F and 1H. A copy of a resolution request form is on file with the minutes. Item No. 1G was referred to the Finance Committee.

Pursuant to Agenda Item No. 1I, Mrs. Kelly requested approval to authorize a contract with PeerPlace Networks LLC for a reporting system. She explained this was a mandated reporting system. Mrs. Kelly advised they were changing to this company to provide the system because they could also accommodate the Point of Entry System through which they were networked to the Department of Social Services and the Health Services Department. Mrs. Kelly noted the system cost less and it had more capabilities than the previous system did.

Motion was made by Mr. Girard, seconded by Mr. Mason and carried unanimously to approve the aforementioned request, as presented. The necessary resolution was authorized for the next board meeting. A copy of a resolution request form is on file with the minutes.

Next, Mrs. Kelly requested approval of a contract with the Town of Long Lake for transportation services under the Community Services for the Elderly Program Within Warren and Hamilton Counties.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented. The necessary resolution was authorized for the next board meeting. A copy of a resolution request form is on file with the minutes.

Concluding the Request for Resolutions Agenda Items (No. A K), Mrs. Kelly requested approval of a Request for a Transfer of Funds in the amount of \$52.06 to cover the 1st quarter unemployment insurance costs.

Motion was made by Mr. Girard, seconded by Mr. Mason and carried unanimously to approve the request, as presented. A copy of the Request for Transfer of Funds is on file with the minutes.

The item was referred to the Finance Committee.

Mrs. Kelly reviewed the Informational items listed on the Agenda with the Committee members. She announced that the annual picnic for the Office's volunteers would be held on June 14th at the Knights of Columbus from 1:00 p.m. - 3:00 p.m. (Agenda Item No. 2). Mrs. Kelly recalled they usually asked for the Supervisors to help do the cooking for the picnic and they would appreciate it if anyone who could be available would let them know.

Next, Mrs. Kelly presented an update on the status of the (Town of) Warrensburg mealsite (Agenda Item No. 3). She reminded the Committee members there had been discussion about moving the mealsite from its current location to the Countryside Adult Home. However, Mrs. Kelly reported, that Brenda Hayes, Administrator of the Countryside Adult Home, had called her last month and told her that the move was no longer feasible for the facility. She stated she did not know what the reason was for the change. Mr. Bentley stated he thought that Countryside was being remodeled to accommodate the move; and Mrs. Kelly said she also thought that was being done. She advised she had spoken to Hal Payne, who was now the County's Commissioner of Administrative and Fiscal Services, because he had been involved with this situation when he was the Administrator of the Westmount Health Facility which oversees the Countryside Adult Home. However, Mrs. Kelly said, Mr. Payne was not sure what was going on either. Mr. Bentley stated they needed to find out the status of the situation. Mrs. Kelly noted they had sent in a waiver to the State for the move.

Mrs. Kelly noted another matter that had been discussed last month was an increase to the suggested contribution for the meals at the mealsites. (Agenda Item No. 4). She stated the Office for the Aging's Advisory Council had discussed and approved the increase from the current suggested figure of \$2.00 per meal to \$2.50 per meal. Mrs. Kelly advised the change would not take place until July 1st. In the meantime, she said, Deborah Coalts, the Office's Nutrition Coordinator, and she would visit all the mealsites to speak about the change to the mealsite participants. In addition, she said, they were going to have placemats made to use at the sites that would outline the costs of the meals and she displayed a placemat for the Committee members' information. Mrs. Kelly stated they did not want anyone to stay away from the mealsites because they could not afford it and there was language on the placemat that said no one would be refused a meal because they could not pay and that all the contributions were confidential. She explained they also changed the format of the envelopes for the contributions for the meals and the cost of the meals would be highlighted and the actual cost to prepare them would be shown. Lastly, Mrs. Kelly said, they were going to encourage the purchase of gift certificates for the meals by family members, etc. The information would be included in their next newsletter, she added.

Concluding the Agenda, Mrs. Kelly announced the annual Senior Luncheon would be held on May 17th at the Fort William Henry Hotel. She stated this year's senior honorees were Al Doring, from the North Country AARP Chapter in Queensbury, as Senior of the Year, and Betty Jane Meade, from the Chester 50+ Club in Chestertown, who would be awarded the Outstanding Contribution by a Senior award. Mrs. Kelly noted at the next Board of Supervisors meeting the Supervisors

of the Towns of Queensbury and Chester would present Mr. Doring and Ms. Meade with plaques in recognition of their awards.

Mrs. Kelly stated Christy Sabo, the Office's Fiscal Manager, would speak on the status of the Office's budget.

Privilege of the floor was extended to Ms. Sabo. She referred the Committee members to the handout entitled, "2007 1st Quarter Summary", that had been distributed to the Committee members. A copy of the Summary is on file with the minutes. Ms. Sabo apprised that compared to last years' figures, the number of total meals served had increased 16%, which was a modest increase. She stated most of the expenses were in line with the increase. However, Ms. Sabo said, there were some areas of concern such as repair and maintenance which increased due to the high cost of snow plowing in Hamilton County. She stated she thought those costs could be covered in other areas as the year went by.

Ms. Sabo referred to the Notes in the Summary that showed there was a 9% increase in travel costs. She noted the travel budget was very large and that last year's budget for travel reimbursement was \$96,000. Ms. Sabo stated the 9% increase was almost \$10,000 and it had come through after the budget was prepared. She noted they would have to cover that and she was trying to keep an eye on it. Ms. Sabo advised she was trying to seek reimbursement from the American Cancer Society and any other source that could help to defray the travel costs. Ms. Sabo reported at the recent staff training for the mealsite staffs she had provided them with detailed information on what their expenses were and she had tried to impress on them that they needed to try to control their food costs. She said she would be glad to answer any questions the Committee members might have on the Summary.

A copy of the Office for the Aging's Budget Performance Report for year-to-date through May 3, 2007 was also included with the Summary packet.

Mrs. Kelly advised at the present time they did not have a dietician for the mealsites because the dietician had resigned to go into a family business. She stated before she left she had set up the menus through the end of June and they could recycle them after that. Mrs. Kelly confirmed for Mr. Mason that eventually it would be mandatory that they have a dietician. She explained if they did need someone to do one-on-one consultations with their clients they could use the dietician who was under contract with the County Health Services Department.

Privilege of the floor was extended to Todd Lunt, County Human Resources Director. He reported as part of the aforementioned training session for the mealsite staffs, he had spoken on the issue of workplace violence. Mr. Lunt noted during the presentation it was related that a threatening situation had occurred at the Glens Falls mealsite and he elaborated for the information of the Committee members. However, he said, the Supervisor of the mealsite had handled the situation. Mr. Lunt stated he had followed up on it with the Glens Falls Police who spoke with the individual involved and it was determined it had not been a true threat.

There being no more Office for the Aging business, Mr. Bentley thanked Mrs. Kelly and Ms. Sabo and they left the meeting at 10:58 a.m. Mr. Metthe entered the meeting at 10:58 a.m.

Privilege of the floor was extended to William Resse, Director of the Employment & Training Administration (ETA), who distributed copies of his agenda packet for the meeting to the Committee members. A copy of the packet is on file with the minutes.

Mr. Resse commenced with review of the Agenda, and he stated Item No. 1 was a request for permission to pursue some equipment upgrades through Federal WIA (Workforce Investment Act) grants and State reimbursements. He stated they had been working for about a year with Robert Metthe, County Information Technology Director, on a plan to upgrade the agency's telephone service because the system was deteriorating and parts could not be obtained for it anymore. Mr. Resse explained the plan had been to have the New York State Department of Labor (DOL) obtain a new system and ETA would be in the system with them. However, he explained, due to the proposed move of both ETA and the DOL into the County's new building it had made sense to look into the option of tying into the County's telephone system now in order to be prepared for the future.

Mr. Resse stated Mr. Metthe had outlined the initial costs and estimates for the monthly costs and the two agencies had come to an agreement that would allow the DOL to tie into the County's telecommunications system. Mr. Resse explained under the agreement the DOL would reimburse the County for its fair share of the original equipment costs and the monthly costs. He pointed out the figures for the costs were outlined in Agenda Item No. 1 a. The figures showed a total estimated maximum cost of \$39,800 and that the DOL's estimated share would be \$25,200 and ETA's estimated share would be \$14,600, he said. Mr. Resse advised the State had drawn up a letter of agreement which they had provided to the County Attorney for his review.

Mr. Resse apprised that budget transfers would be needed to cover the up front costs of the equipment and a revenue code would need to be created to account for the DOLs reimbursement (Agenda Items No. 2 and 3).

In response to Mr. Bentley's query on Agenda Item No. 2 b, Mr. Resse confirmed that part of the equipment upgrade request was to purchase eight computers for the ETA staff members and eight flat screen monitors for the computer lab at a total estimated cost of \$7,536. He apprised the cost of the staff computers was the largest part of the total request and that IT had recommended they should be replaced because they were six years old and there had been some problems with them. Mr. Resse stated IT had obtained quotes for the equipment.

Mr. Resse requested approval of the following: 1) The aforementioned agreement with the DOL as outlined in Agenda Item Nos. 1 a and b; 2) The budget transfers outlined in Agenda Item No. 2; and 3) To create the revenue code to reflect the estimated share of the revenues from the DOL for the telephone project as outlined in Agenda Item No. 3.

Motion was made by Mr. Girard and seconded by Mr. Mason to approve Items 1a and 1b, as presented. Mr. Resse confirmed for Mr. Mason that the requests did not require any County money because they would be covered by the Department's Federal grant funds. He clarified for Mr. Girard that the telephone project and the purchase of the new computers were two separate items, but the transfer of funds was to cover the costs for both items.

Mr. Bentley called the question, and the motion was carried unanimously. The necessary resolution was authorized for the next board meeting for the agreement with DOL, as presented. A copy of a resolution request form for the item is on file with the minutes.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve Agenda Items No. 2 and 3, as presented, and to refer them to the Finance Committee. Copies of resolution request forms for the items are on file with the minutes.

Next, Mr. Resse requested approval to amend the 2007 County budget to reflect receipt of grant funds in the amount of \$1,000 (Agenda Item No. 4). He stated the grant was from the County Youth Bureau and it was for ETA's Summer Success Program.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of a resolution request form for the item is on file with the minutes.

Mr. Resse spoke on the relationship to staff roles relative to integrated operations within the One-Stop Center (Agenda Item No. 5). He noted when he referred to the ETA Office staff that included the DOL staff as well. Mr. Resse explained that almost a year ago the DOL had set forth a requirement that all the One-Stop Centers throughout the State should start to function in an integrated manner. He noted that meant any staff in a Center should be integrated and their roles assigned and organized around their functions so it would appear to the public that there were no separate agencies. Mr. Resse commented since the inception of the One-Stop Centers it had been envisioned that was the way they would operate and it was hoped the staffs of the Centers would evolve that way on their own. However, Mr. Resse said, eventually the State came up with the requirements.

Mr. Resse referred the Committee members to a handout entitled, "Workforce Development System Technical Advisory" that had been distributed to them. A copy of the handout is on file with the minutes. He noted he had recommended to the State at a meeting and a workshop with them that it would be a good idea to provide the Counties and especially the local unions with information on what the changes to the Centers would be. Mr. Resse noted the Counties partner with the Workforce Investment Boards (WIB) and the DOL to operate the One-Stop Program.

Mr. Resse continued. He referred the Committee members to Page 3 of the handout, and noted it was a chart that showed how they had set up the staffs of both the DOL and ETA to comply with the State's requirements. Mr. Resse explained although there were team leaders they would not have supervisory roles over the teams, but they would be in charge of getting work done by

their team members. He explained the State's policy affected only DOL employees because the State had not felt it had the right to require other agencies at any of the Centers to follow their policy. However, Mr. Resse said, the State did suggest it would be a good idea if other agencies did adopt the policy for their employees. He explained the policy separated and defined the differences between the roles of supervisor and team leader.

Mr. Resse advised he had reviewed the State's policy and he felt it would be a good idea to put it in place in the agency. He stated in order to do that he would be reviewing the policy with the ETA staff for their input and comments and he would be sure the union representatives were also aware of it. Then, Mr. Resse advised, at a future Committee meeting he would request the Committee's approval to adopt the policy by resolution. He concurred with Mr. Mason that the integrated staff approach was in line with how the Committee members had wanted the ETA Office to operate.

Pursuant to Agenda Item No. 6, Mr. Resse discussed the draft WIB budget. A copy of the proposed budget was included in the Agenda packet. He stated the WIB was appointed by the three Counties and each year at this time the WIB was required to put together its operating budget for the year. Mr. Resse explained under the MOU (Memorandum of Understanding) between the partner agencies and the WIB, the partner agencies had to share in the costs to operate the WIB. He stated that Warren and Washington Counties needed to approve the WIB budget. Mr. Resse advised the full MOU was for three years and each year a Cost Allocation Plan (CAP) was prepared that outlined the Counties' share of the costs. He stated a three-part resolution was required to approve the WIB budget for the period from July 1, 2007 through June 30, 2008, to authorize the MOU between Warren, Washington and Saratoga Counties, and to authorize Saratoga County, as the lead agency, to contract with an agency to provide staffing services for the WIB. Mr. Resse noted Adirondack Community College (ACC) was currently the contracting agency.

Mr. Resse referred the Committee members to the proposed WIB budget sheet. He noted there were some increases and decreases to various line items. Mr. Resse stated the proposed budget had been reviewed with the Executive Committee of the WIB and they agreed with most of it. However, he pointed out, the proposed budget reflected an increase in the salary for the Executive Director of the WIB, that was higher than usual. Mr. Resse apprised that the current salary was \$55,500. However, he stated, the salary had not been increased for a year as it had remained at \$50,000 for the past two years. Mr. Resse apprised the increase from \$50,000 to the \$52,500 was 5% and from \$52,500 to \$56,000 it would be 6.7%.

Mr. Resse advised he had contacted the State Association to see what the salaries were for other WIB Directors throughout the State. Although, he said, the Association's data was two years old, they did still use it because it was close enough. Mr. Resse explained the salaries were based on the size of an organization, the amount of funds it handled, etc., and there was a range for the salaries. He advised the proposed \$56,000 was at the lower end of the salary range compared to other Directors' salaries. Mr. Resse acknowledged there was a difference in the roles and

responsibilities of other WIB Directors who were involved in contracts, monitoring and serving as heads of staff, etc. The current Director had the flexibility of working from his home, he added.

Mr. Resse stated the three Counties in the WIB were now trying to weigh all those factors and they had assumed that their Counties would be concerned about the proposed salary increase. He advised that Washington and Saratoga Counties would be recommending a 3% increase instead of the 6.7% increase. Mr. Resse stated in view of their recommendation, he thought the increase should be somewhere in the 3% to 4% range which would be more at the level of Warren County's salary increases. He commented the current Executive Director had done some very good and unique work. For example, he said, in connection with the anticipated nanotechnology project in Luther Forest, the Director had spearheaded the writing of some grant applications for an 11 County region for funds to prepare for the project. Mr. Resse noted as part of the grant applications the Director had also established alliances with economic development agencies and education entities for possible courses relative to the nanotechnology field. The State Education Department was looking at the model for the courses, he added.

Mr. Resse asked for the Committee members' input on the proposed salary increase. Mr. Mason recommended it should be 3%.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the proposed WIB budget with a salary increase of 3% for the Executive Director position. The necessary resolution was approved for the next board meeting. A copy of a resolution request form is on file with the minutes.

Mr. Resse spoke on the additional attachments to the proposed WIB budget. He stated the attachments provided information on the aforementioned Cost Allocation Plan which was part of the MOU that needed to be approved. Mr. Resse explained the data reflected who paid what share and how the shares were determined for both the System Budget for the WIB and the other costs each One-Stop Center had.

Motion was made by Mr. Girard, seconded by Mr. Mason and carried unanimously to authorize the aforementioned MOU between Warren, Washington and Saratoga Counties, and to authorize Saratoga County, as the lead agency, to contract with an agency to provide staffing services for the WIB. The necessary resolution was authorized for the next board meeting. A copy of a resolution request form is on file with the minutes. Mr. Resse noted in the past these two items and the budget approval had been included in one resolution.

Pursuant to Agenda Item No. 7, Mr. Resse discussed the issues of upcoming funding and summer employment recruitment. Relative to the funding, he apprised they had received approximately \$100,000 more this year than they had originally planned on. Although, Mr. Resse advised that next year the funding amount would decrease somewhat, it would not go as low as it would have been this year based on their original projections. He noted some of their grants would decrease, some would stay the same or increase a little and he thought the overall

decrease would be about 11% or so. Mr. Resse noted he thought the other funds would perhaps decrease about 8% to 9%. He stated at a future Committee meeting he would provide a chart of the agency's funding amounts.

Mr. Resse stated the Summer Youth Employment Program (SYEP) was funded heavily by the TANF (Temporary Assistance to Needy Families) funds. He noted this year the County would see an increase in those funds of about \$13,000. Mr. Resse apprised last year's amount was \$81,567 and this year they would receive \$94,700. He explained the local Department of Social Services had to sign off on the funds and DSS was allowed to take a certain percentage off the top of the funds for their services and activities if they wished. However, Mr. Resse said, the funds were earmarked for the SYEP. Last year DSS gave ETA the full amount, he added. Mr. Resse stated he had spoken to Robert Phelps, Commissioner of the County Department of Social Services, about how to handle the funds. He advised that due to the increase they had agreed to share the funds and that DSS would keep a matching amount of the percentage off the top. Mr. Resse apprised ETA would still see a \$5,000 increase over last year's amount in the TANF funds for the SYEP.

Privilege of the floor was extended to Sharon Sano, Senior E & T Counselor, who spoke on the recruitment efforts for the SYEP. She stated that beginning next week she would be visiting all the schools in the County and the local BOCES to recruit youth for the Program. Ms. Sano explained because the Program was funded mostly by the TANF funds the income eligibility level was much higher than under the previous funding so many more youth were eligible to participate in the Program. She noted for the TANF funds the income eligibility level for a family of four was \$42,000 a year compared to the previous level of \$24,000. Ms. Sano commented they hoped to have a good summer like they did last year.

Mr. Resse spoke on some other activities the Department had recently been involved with (Agenda Item No. 8 a - c). First, he reported the Job Fair was held at the end of March at ACC and some of the staff and he had been considerably involved in it. He stated the attendance of about 1300 was the lowest it had ever been. Mr. Resse commented that was not a surprise in view of the fact that Saratoga's Job Fair in April had only attracted about 400 people. He commented low attendance seemed to be the trend for this year's job fairs.

Mr. Resse advised they had also participated with the DOL in the Lake George Job Fair at the end of April and 239 people attended and around 25 employers participated. The event did receive very good reviews from the employers and the participants, he said. Ms. Sano agreed with Mr. Mason that the employers at that Fair were looking mostly for unskilled and seasonal workers. Mr. Resse noted the other two Fairs had employers who were looking for managers, engineers and a large variety of workers.

Mr. Resse advised that last year Mr. Bentley had asked them to hold a last chance job fair closer to summer for the Lake George area. He stated in response to the request they had become involved in a joint venture with Greater Glens Falls Transit System to hold a "rolling" Job Fair to

assist people who would like jobs in the Lake George area but who would need transportation to the area. Mr. Resse explained if the joint venture came together the Transit System would make a presentation at the ETA Office on May 17th on the benefits of using the trolleys to travel to Lake George. They would also have some employers from the Lake George area hold a mini job fair at the Office, he said. Mr. Resse stated then they would have identified other employers along the Route 9 Corridor to Lake George who would accept job applications that day from job seekers who would ride the trolleys to visit those employers. The event would run for about four hours that afternoon, he said.

Relative to business services, Mr. Resse advised they try to inform employers about grants that become available that would help them train current employees. He noted the DOL periodically made such grants available. Mr. Resse said to that end they held an event in early April at ACC that 60 employers and 53 attendees participated in. Representatives from the State Economic Development Department and the DOL explained the grant and encouraged the employers to take advantage of it, he said. Mr. Resse apprised in the last round of the grants about \$60,000 was made available to Warren County and close to \$200,000 was made available to employers in the three-county region.

Mr. Resse stated last year in response to surveys of employers they had created another business service that was a Soft Skills Training Program. However, he said, the recruiting efforts for the Program were very time consuming and a lot of advertising was required. Mr. Resse explained they had been looking for a way to tie into a pool of people who could provide training in communications skills, teamwork, customer service and various other job-related skills. He stated initially the program would be for local employers and at some point it would be made available to the One-Stop Center clients who it would be appropriate for. However, Mr. Resse said, the timing of the end of May was a little rough and depending on how many participants could be identified for now they might hold off providing the Program until fall.

Mr. Resse noted that copies of the One-Stop Career Center's May calendar of workshops and activities had been distributed to the Committee members. A copy of the calendar is on file with the minutes. He noted the aforementioned rolling Job Fair was not listed because it was set up after the calendar was printed.

Concluding the Agenda, Mr. Resse reported they had been invited to the Community Action Agency (CAA) last week to make a presentation on their Youth Program. He stated he hoped they had clarified for CAA how the Program worked. Mr. Resse noted they also explained the level of communication that currently existed and they offered the agency a more formal arrangement if they would like to have that. He stated he thought that would happen. Mr. Mason noted CAA had some misconceptions and misinformation about ETA. He thanked Ms. Sano and Mr. Resse for clearing up the issues and for leaving an open door policy with CAA so in the future any problems would not fester and get out of hand. Brief discussion followed.

There being no further business to come before the Committee, on motion by Mr. Mason and

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seconded by Mr. Girard, Mr. Bentley adjourned the meeting at 11:40 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk